

SPECIALIST II-DATA AND ASSESSMENT

DEFINITION:

Under the supervision of the assigned Director, reviews and develops data processing procedures, systems, and organizational structures; analyzes and recommends, designs, and implements solutions to enhance system functionality, performs responsible and specialized duties related to organizational student assessment programs; provides support for schools in the implementation of the District and State assessment program; assists with organizing the distribution and collection of testing materials; updates and maintains assigned databases; Develops complex applications, queries, forms and reports to support instructional and operational needs of the District; maintains a variety of automated records and files related to assigned activities and compiles data to generate complex statistical and longitudinal reports to assist various end users.

DISTINGUISHING CHARACTERISTICS:

The Specialist II: Data and Assessment conducts more advanced data processing, system analysis and

collection of testing materials.

Assures mandated and requested reports related to student assessments and assigned activities are completed according to established time lines; assures accuracy and completeness of input and output data; extracts user information, student information and data and uploads information according to established procedures.

Develops, formats and maintains spreadsheets and a variety of specialized forms, manuals and reports as assigned; generates specialized student rosters as assigned; generates specialized custom reports.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling or crouching to file materials.

Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Revised: 10/2021